

## Center Lead & Fellow Application Guidelines

### **General Guidelines:**

- You can apply for both the Center Lead and Fellow positions using one application.
- Both Fellow and Center Lead positions are open to first-time DEVELOPers. While multiple terms with DEVELOP is a plus, it is not a requirement.
- The Application Package should include:
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- **Center Leads:**
  - Center Lead positions are not being competed for all nodes; the application contains the nodes accepting applications
  - Only one Center Lead will be selected for each node
  - In the case that no Center Lead is selected for one of the nodes accepting Center Lead applications, an acting Center Lead will be identified from the fall participant pool
- **Fellows:**
  - Fellow Element positions are not tied to any specific node and applicants are able to select any Element and any node
    - One exception is the IT Fellow position is tied to Virginia – Langley due to firewall restrictions for website and server access
  - Fellows can be located at any DEVELOP node; however, a recent update to the DEVELOP model means that there are Priority A nodes which are the primary focus for having a Fellow, and Priority B nodes which will be filled as budget permits
  - Typically only one Fellow will be selected per node
  - The FY19 Fellow Class will be smaller than past years, meaning it will be extremely competitive and each node will not have a Fellow
  - Fellow positions may not be filled for each Element listed in the application

### **Eligibility:**

- US Citizenship is required for all Center Lead and Fellow positions
- One or more terms with DEVELOP
- Strong leadership and communication skills
- Proficient knowledge and understanding of DEVELOP
- Ability to work 40 hours/week
- Minimum 3.0 GPA (at current or at most recent academic institution)
- Ability to begin the position on September 4<sup>th</sup>, 2018 and participate in orientations September 4-7<sup>th</sup>

### **Position Logistics:**

- Both the Fellow and Center Lead positions have a \$2/hr increase from the base pay scale for the node where the position is located
  - Pay scales are based on degree held and non-negotiable
  - Some locations have 'cost of living' increases commensurate with federal 'cost of living' rates
  - This means that a Center Lead or Fellow position at one location may be similar to, or even less than, a participant rate at a different location
  - You can email [Karen.N.Allsbrook@nasa.gov](mailto:Karen.N.Allsbrook@nasa.gov) to get rates at various locations
- Positions officially begin the Tuesday prior to the start of the Fall Term
  - The term is approximately on year long – beginning September 4<sup>th</sup>, 2018 and ending September 6<sup>th</sup>, 2019

- Fellow and Center Lead positions are expected to work full time and applicants must be available to work 40 hrs/week during typical business hours (between the hours of 7:30am – 6:00pm)
- Fellow and Center Leads are employees of SSAI and will be offered benefits
- Performance Reviews take place three times annually during each interim following a term
- **Center Leads:**
  - The Center Lead position is open to Recent Graduate, Early/Transitioning Career Professional, and Currently Enrolled Student applicants
    - Currently Enrolled Student applicants will need to demonstrate their ability to work full-time (ex. Graduate student not taking classes)
  - The Center Lead position is renewable up to two one-year terms and is re-competed annually
  - More info: [http://www.devpedia.developexchange.com/dp/index.php?title=Center\\_Lead\\_Selections](http://www.devpedia.developexchange.com/dp/index.php?title=Center_Lead_Selections)
- **Fellows:**
  - Fellow positions are open to Recent Graduate and Early/Transitioning Career Professional applicants
  - The Fellow position has a one term limit; Fellows are not eligible to re-apply for an additional Fellow position
  - More info: [www.devpedia.developexchange.com/dp/index.php?title=Fellows\\_Class\\_Selections](http://www.devpedia.developexchange.com/dp/index.php?title=Fellows_Class_Selections)

### **DEVELOP Nodes:**

**AL:** Alabama – Mobile

**ARC:** California – Ames (Moffett Field, CA)

**AZ:** Arizona – Tempe

**CO:** Colorado – Fort Collins

**GA:** Georgia – Athens

**GSFC:** Maryland – Goddard (Greenbelt, MD)

**ID:** Idaho – Pocatello

**JPL:** California – JPL (Pasadena, CA)

**LaRC:** Virginia – Langley (Hampton, VA)

**MA:** Massachusetts – Boston

**MSFC:** Alabama – Marshall (Huntsville, AL)

**NC:** North Carolina – NCEI (Asheville, NC)

### **Position Availability & Logistics:**

**Center Lead:** ARC, CO, GA, GSFC, JPL, LaRC

- The CO and JPL Center Lead positions will be taking on additional node support for one other node (CO → ID, JPL → AZ) that will include, but is not limited to, project development, proposal writing, participant selections, and handling orientations

**Fellow:** All nodes accept applications, however there are two priority tiers:

Priority A Nodes: AL, AZ, ID, LaRC

- Priority A Node positions will be filled before Priority B Nodes
- Priority A Node Fellows at AL, AZ, and ID will take on a small subset of Center Lead duties, such as day-to-day office and project management, partner engagement, and participant support

- AL, AZ, and ID Fellow responsibilities will be roughly: 25-50% CL duties, 50-75% national duties
  - LaRC Fellow responsibilities would be 10-25% node support, 75-90% national duties
- Priority B Nodes: ARC, CO, GA, GSFC, JPL, MA, MSFC, NC
- Priority B Node Fellows will be primarily focused on national duties with minimal node support
  - Fellow responsibilities will be roughly 10-25% node support, 75-90% national duties

### **Tips for Completing the Application:**

- Selecting node(s):
  - The selection process is extremely competitive, so flexibility in which node a person is willing to serve can strengthen the chance of selection.
  - Please select all nodes that are an option for you.
  - If selected for a position, that selection is tied to a specific node (e.g. node location cannot be negotiated).
- Selecting Element(s): (for Fellow applicants)
  - It is ok to select multiple Fellow Elements if you believe your skillsets could translate to more than one.
  - This can also strengthen your chance of selection.
- Responding to questions:
  - Answer questions fully yet succinctly. Do not feel the need to write to the full word count maximum if what you want to say can be said more concisely. However, flippant or shallow answers do not strengthen or support your competitiveness.
  - Spelling and grammar count. We pay attention to the fact that you do or don't pay attention!
- DEVELOP Experience:
  - If you have been part of DEVELOP for more than a year, just list the last three projects with which you've participated.
- Educational Background:
  - Only fill out one of these sections – choose the one that aligns with your applicant classification (either Recent Grad and Early/Transitioning Career Professional or a Currently Enrolled Student)
- Skills & Accomplishments:
  - This section provides the candidate an opportunity to highlight technical skills, accomplishments, any foreign language proficiency, or other relevant skills.
  - Consider the software and skills that are especially relevant to the position or Element to which you are applying.
  - Organization and ability to work on multiple tasks concurrently is important; speak to your skills in these areas.
- Position Specific Questions:
  - If only applying to one position (i.e. Fellow or Center Lead), answer the questions that correspond to that specific position.
  - If applying to both positions, answer all questions.
  - Center Lead candidates:
    - Identify initiatives that align with your skills and you could potentially support on a minimal basis
  - Fellow candidates:
    - Speak to your interest in your preferred Element and how you could be a major contributor to that Element
    - Identify initiatives you could support in other Elements if selected

**Questions?** Email or call Lauren Childs-Gleason or Karen Allsbrook